

SOUTH DAKOTA END OF COURSE EXAM PROCEDURE MANUAL

This Procedure Manual describes the process for the administration of the End-of-Course (EOC) Exams. All Test Administrators should follow the information in this manual before, during and after the administration of the EOC Examination.

Purpose of the South Dakota End of Course Exams

The South Dakota End of Course Exam's are required when districts receive a waiver for Credit Earned before Grade Nine and Course Equivalency Exam. In addition, some schools that do not have a waiver are choosing to use state-created End of Course Exams for diagnostic purposes.

- **Administrative Rule Waiver for Credit Earned in Grades Prior to Nine**

On July 5, 2007, ARSD 24:43:08:12. Adding waived course credits to high school transcripts went into affect.

If the department has approved a waiver that allows a school district to teach a high school-level course to students below grade nine, credit for the course shall appear on each student's high school transcript with the unit of credit and a letter grade upon passage of a state-approved end-of-course exam. The unit of credit must be calculated in the high school cumulative grade point average.

- **Course Equivalency Exam**

On July 5, 2007, ARSD 24:43:11:09. Course equivalency exam went into effect.

Course equivalency exams may be administered by a district if the district has received the approval for waiver from administrative rule pursuant to chapter 24:43:08 to offer equivalency exams for a specific content area. If the Department of Education has a course equivalency exam available for the specific content area, the department's exam may be used. If a course equivalency exam is not available from the department, the district may create an exam. The exam shall be standards-based if applicable. The exams must be approved by the department before it may be administered. Credit shall be granted by equivalency exam based on the following:

1. The student must pass the exam with at least 85% proficiency;
2. The course equivalency exam must be passed on the **first** attempt for credit to be issued; (this is a different requirement than the Credit Earned Before Grade Nine which may be taken twice)
3. Credit may be included on the student transcript as a "pass" grade only upon achieving 85% proficiency or above and may not be calculated as a part of a student's cumulative grade point average;
4. Failed attempts on the course equivalency exam may not be included on a student's transcript and may not be calculated as a part of a student's cumulative grade point average;
5. If a student wishes to have a letter grade for the test out included on the student's transcript as a means of scholarship eligibility or entrance into a postsecondary institution, a formal request may be made to that student's school district to have a course grade included. The course grade is a letter grade that corresponds to the student's test score on the course equivalency exam. The course grade may not be calculated as a part of the student's cumulative grade point average;
6. The school district must proctor and score the exam; and
7. The department must receive a roster of participants, including the students' name, grade in school, district attendance center, and percentage on the completed exam before the start of the next school year.

South Dakota End of Course Exams

Districts may decide if they want to use an exam developed by the state or create their own End of Course Exam. Both options are discussed in this manual.

• **Development Process for State-Created End of Course Exams**

During the summer of 2007, teachers and university professors from across South Dakota created test items for state-created End of Course Exams in the following areas:

Biology
Chemistry
Physical Science
Physics

Geography
Government
United States History
World History

In the fall of 2007 a workgroup, consisting of teachers from across South Dakota, was formed for the purpose of creating End of Course Exams for **Algebra I, Algebra II and Geometry**. These exams have been finalized and are ready to be utilized.

• **Blueprints**

Each state-created End-of-Course exam follows a blueprint. The blueprint lists the Category, Percent of Questions needed for each Category, Standards followed and the Blooms Level.

This blueprint must also be followed by any district choosing to create their own End-of-Course Exam. A sample blueprint is located in Appendix A.

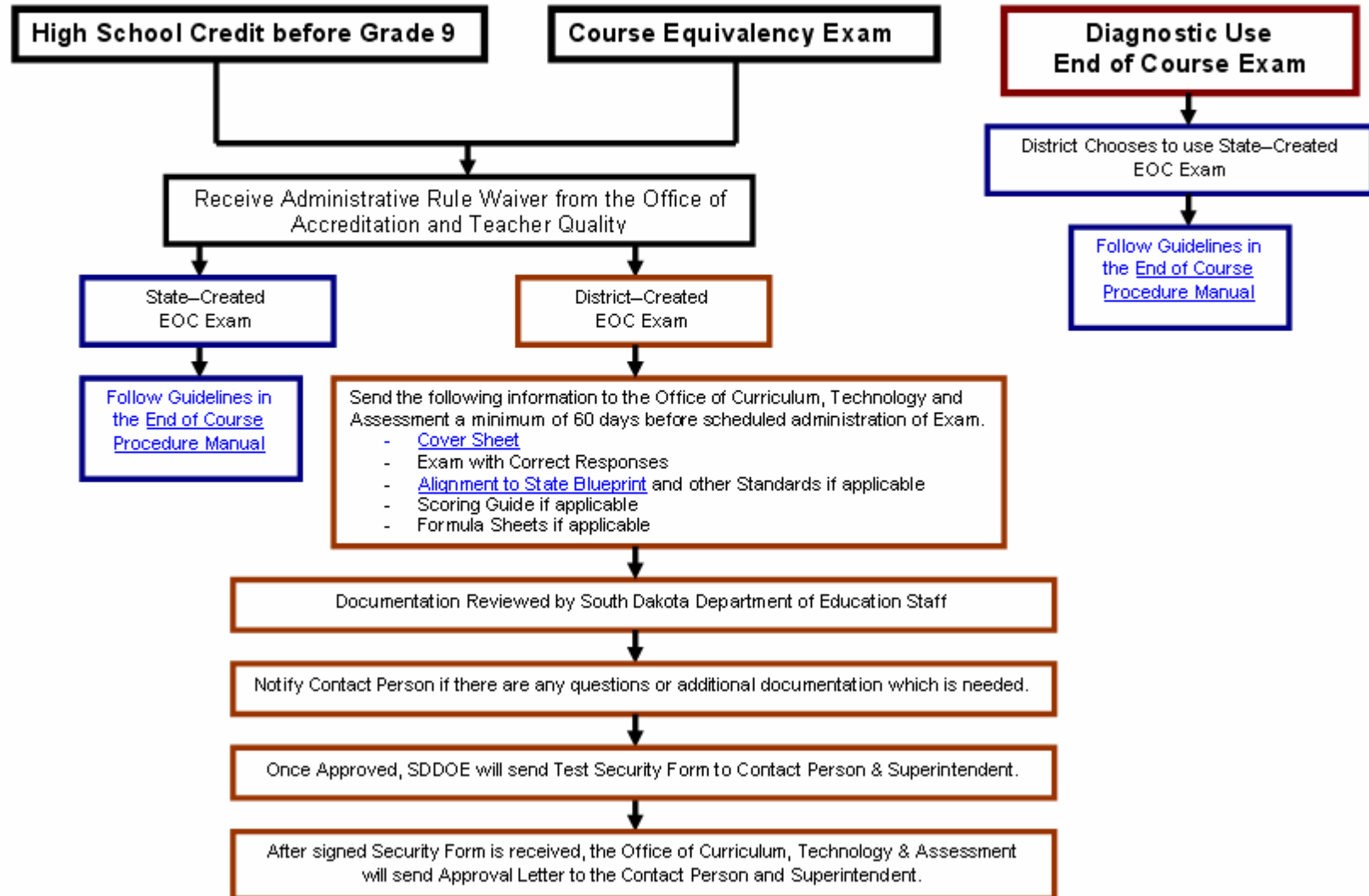
All blueprints are located on the End of Course website at <http://doe.sd.gov/octa/assessment/EOC/index.asp>

• **Flowchart Description**

A flow chart has been developed which outlines the process, or steps, a district must follow in order to administer the End of Course Exam. This flowchart is located on the following page and lists step by step what a district must do in order to prepare for and administer End of Course Exams:

- Credit Earned in Grades Prior to Nine
- Course Equivalency Exam
- Diagnostic Use Only

PROCESS FOR END OF COURSE EXAMS



• End of Course Website

The EOC website located at <http://doe.sd.gov/octa/assessment/EOC/index.asp> lists all blueprints and blueprint alignment forms which need to be used when submitting a district-created End of Course Exam. This is described in more detail on Page 58. Below is a picture of this website. Frequently Asked Questions have now been added and will be continuously updated.

Office of Curriculum, Technology, & Assessment

South Dakota End of Course Exams

Approved Uses for End of Course Exams

- [High School Credit Before Grade Nine](#)
- [Course Equivalency Exam](#)
- Diagnostic Use for End of Course Exam - **Coming Soon!**

Administrative Rules for End of Course Exams

- [24:43:01:01\(8\). "Course equivalency exam"](#)
- [24:43:01:01\(51\). "Unit of Credit"](#)
- [24:43:08. Waiver of Certain Administrative Rules and Department of Education Policies](#)
- [24:43:11:09. "Course equivalency exam"](#)

Process for End of Course Exams

- [Flowchart](#)

State Created Exam Blueprint

- [Algebra 1](#)
- [Algebra 2](#)
- [Biology](#)
- [Chemistry](#)
- [Geography](#)
- [Geometry](#)
- [Government](#)
- [Physical Science](#)
- [Physics](#)
- [US History](#)
- [World History](#)

Blueprint Alignment Form

These forms should be used to show how district-created End of Course Exams align to the state-created exam blueprints. If there is not a blueprint, such as Spanish, the generic blueprint should be used.

- [Algebra 1](#)
- [Algebra 2](#)
- [Biology](#)
- [Chemistry](#)
- [Geography](#)
- [Geometry](#)
- [Government](#)
- [Physical Science](#)
- [Physics](#)
- [United States History](#)
- [World History](#)
- [Generic Blueprint](#)

Determining Whether to Use a State-Created or District-Created End of Course Exam

As described in the flowchart on Page 4, if a district has a waiver for Credit Before Grade Nine or Course Equivalency Exam, they must choose whether to use the state-created exam or develop their own exam. All exams must follow the End of Course Blueprint if one for the particular course has been developed by the SDDOE. Once the decision is made, the Office of Accreditation and Teacher Quality must be informed. This Procedure Manual describes the process which must be followed when using either type of exam.

State-Created End-of-Course Exams

All state-created End-of-Course Exams are available on Achievement Series. It is recommended students take the exams using Achievement Series, however it is recognized there may be times when this is not feasible. Specific instructions have been developed for utilizing EOC exams online through Achievement Series in addition to paper/pencil.

Taking the End of Course Exam Online Using Achievement Series

Achievement Series is a web-based district wide assessment tool that allows K-12 educators to develop and administer online and paper-based tests, capture immediate results, and produce standards-based reports.

The test items for the EOC exams have been added to the Achievement Series website as an Item Bank. This bank of items has been created with very tight security and will therefore not be available for use in other exams. From this bank of items, EOC exams have been created. The Test ID's will not be released until a few days before students take the exams (refer to page 27).

The instructions for using Achievement Series in this End of Course Procedure Manual have been written step-by-step so that a person who has never used Achievement Series can follow along and easily understand what steps need to be completed. For individuals who have used Achievement Series this manual has been structured so that you can easily skip areas that are not needed.

Note: For schools using Achievement Series there is one step that must be completed. This step is creating the appropriate End of Course Class. You will then be able to link your students and staff to this class. The reason is so statistics from End of Course Exams will be in a distinct area which can then be reported separately from other Classes. This is described on [Page 20 - 23](#).